

Talbot County Public Schools  
P.O. Box 1029  
Easton, MD 21601  
(410) 822-0330 FAX (410) 822-3959

## PAYROLL ADJUSTMENT REQUEST

- (1) Employee Name: \_\_\_\_\_
- (2) Employee ID #: \_\_\_\_\_
- (3) Amount to be Paid: \_\_\_\_\_
- (4) Purpose of Request: \_\_\_\_\_  
\_\_\_\_\_
- (5) Date(s) of Service: \_\_\_\_\_  
\_\_\_\_\_
- (6) Charge the Following Account Number:  
(must have all 16 digits) \_\_\_\_\_
- (7) Requested by: \_\_\_\_\_
- (8) Authorized by:  
(if applicable) \_\_\_\_\_
- (9) Date Authorized: \_\_\_\_\_

**NOTE: FAILURE TO COMPLETE ITEMS 1 - 9 MAY RESULT  
IN DELAYED PAYMENT.**